

Order Approval Process

The screenshot displays the Jones Supply website interface. At the top left is the Jones Supply logo, featuring a blue 'J' with a wrench and the text 'Jones Supply'. To the right is an ISO 9001:2008 Certified logo. Below the logo is a navigation bar with links: Home, Help, Order Sheet, RFQ, Products, My Account, Log Off, Order Status, and Shopping Cart. A dropdown menu for 'Fac-Loc' is set to '1 - A{PLANT 1 - CRIB A}' and a 'Ship To' field is set to '1A CHY, 1A, DETROIT, MI 44444 UUSSAA'. A 'Cust PO' field is empty. A 'Home' button is on the left and an 'Items' button is on the right.

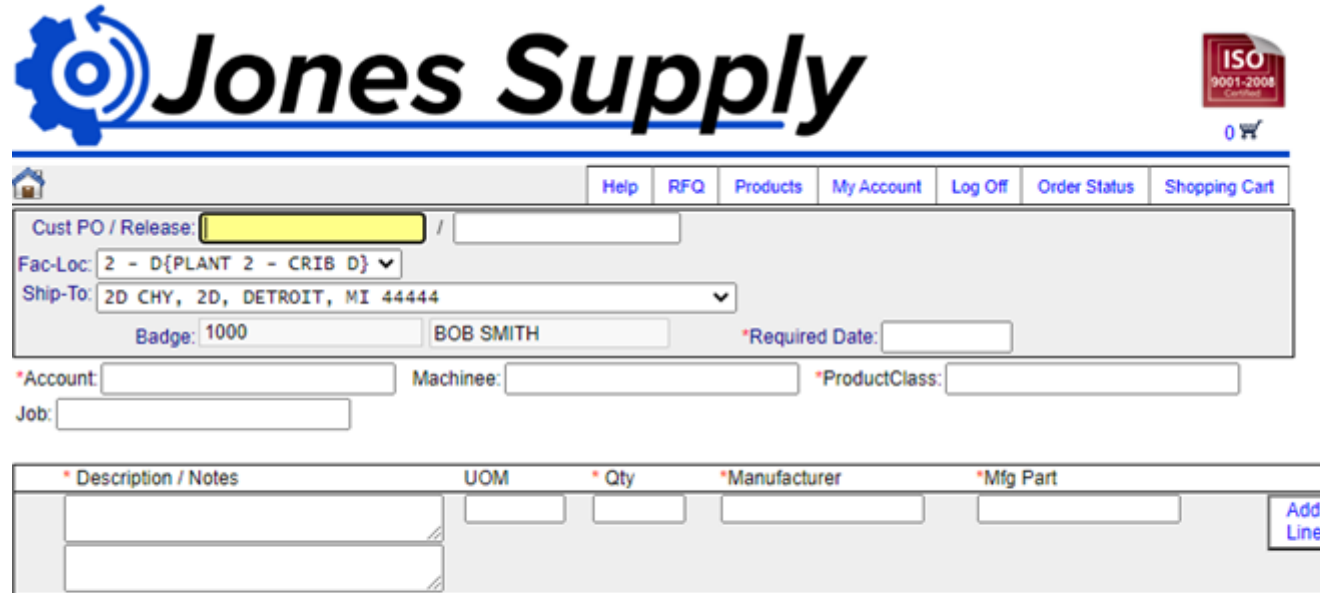
The main content area is titled 'Product Classes' and features a grid of 20 categories, each with a representative image:

- Abrasives
- Adhesives, Sealants & Tapes
- Chemicals, Lubricants & Paints
- Electrical & Lighting
- Fasteners, Clamps & Straps
- Foodservice Supplies
- Hand Tools
- HVAC
- Janitorial Equipment
- Marking Tools
- Material Handling
- Measuring & Leveling Tools
- MRO Supplies
- Oilfield
- Plumbing Equipment
- Pneumatics
- Power Tools
- Pumps
- Safety & Security
- Welding Supplies

On the left side of the product grid, there is a search box and a 'Go' button. Below the search box are radio buttons for 'Description', 'Customer Part', and 'Manufacturer Part'. Underneath is a 'Your Selections' section with the text 'Nothing Selected. Search for an item using the box above, or select from the filters below to find an item.' Below that is a 'Product Classes' list with counts for various categories, followed by 'Product Types' and 'Manufacturers' sections.

Orders can be generated by either using a Cart method from a catalog or a Spot Buy/RFQ method

Order Approval Process



The screenshot shows the Jones Supply web application interface. At the top left is the Jones Supply logo, which includes a gear icon and the text "Jones Supply". To the right of the logo is an ISO 9001-2008 Certified logo and a shopping cart icon showing 0 items. Below the logo is a navigation bar with links for Home, Help, RFQ, Products, My Account, Log Off, Order Status, and Shopping Cart. The main form area contains several input fields: "Cust PO / Release:" with a yellow highlighted box, "Fac-Loc:" with a dropdown menu showing "2 - D{PLANT 2 - CRIB D}", "Ship-To:" with a dropdown menu showing "2D CHY, 2D, DETROIT, MI 44444", "Badge:" with the value "1000", "BOB SMITH", and "*Required Date:". Below these are fields for "*Account:", "Machinee:", "*ProductClass:", and "Job:". At the bottom is a table with columns for "* Description / Notes", "UOM", "* Qty", "*Manufacturer", and "*Mfg Part". The table has two empty rows. An "Add Line" button is located to the right of the table.

Jones Supply

ISO 9001-2008 Certified

0

Home Help RFQ Products My Account Log Off Order Status Shopping Cart

Cust PO / Release: [] / []

Fac-Loc: 2 - D{PLANT 2 - CRIB D} ▼

Ship-To: 2D CHY, 2D, DETROIT, MI 44444 ▼

Badge: 1000 BOB SMITH *Required Date: []

*Account: [] Machinee: [] *ProductClass: []

Job: []

* Description / Notes	UOM	* Qty	*Manufacturer	*Mfg Part
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

Add Line

This is an example of the spot buy / RFQ method
Orders are manually enter by the end user

Order Approval Process

JONES
Jones Supply Logged in as: jon (Jones Supply) [Switch to: jbe](#)

[Main Menu](#) | [Customer Orders](#) | [Inventory](#) | [Transactions](#) | [Purchasing](#) | [Billing](#) | [Asset Management](#) | [Miscellaneous](#) | [Reports](#) | [Docs](#) | [Print](#) | [Log Off](#)

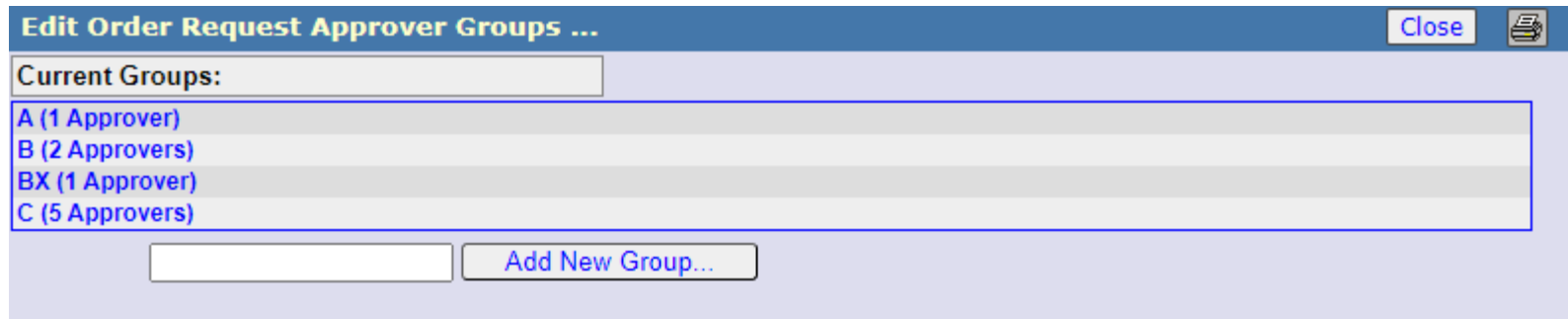
Order Request PRICING

CustID	AIR	(AIR TECHNOLOGIES)	RequestID	1664
CustPO	<input type="text"/>	Release	<input type="text"/>	
Fac / Loc	A / POU1	Requestor	100	<input type="text" value="BOB SMITH"/>
ShipToID	1	100 ELM ST DALLAS, TX 22322		Notes <input type="text"/>
Name	AIR TECHNOLOGIES			

Line	Part#s	Description Source / Name	Quantity Required Date	Price	UOM Currency	Extended Price Status	ALL
1	I: 10001 C: 10001 S: WPR-125A	MARKER WPR-125A WIRE TB <input type="text" value="2000"/> <input type="text" value="SMITH SUPPLY"/>	<input type="text" value="1"/> <input type="text"/>	59.95	EA USD	59.95 PRICING	<input type="checkbox"/> <input checked="" type="checkbox"/>
		Attachments <input type="text"/> Label <input type="text"/> URL <input type="text"/> <input type="button" value="Edit/Upload"/>					
2	I: 10002 C: 10002 S: 10000	SUPPLY POWER DC NMD15-.030 SORENSEN <input type="text" value="AC"/> <input type="text"/>	<input type="text" value="1"/> <input type="text"/>	76.99	EA USD	76.99 PRICING	<input type="checkbox"/> <input checked="" type="checkbox"/>
		Attachments <input type="text"/> Label <input type="text"/> URL <input type="text"/> <input type="button" value="Edit/Upload"/>					

The process then shifts to the supplier to price and source. They can enter prices and accept or reject it by doing no quote. If the order is rejected the end user receives an email

Order Approval Process



The end user who wants the material is set up with a requestor code which is assigned a group. Each group is assigned a set of approval levels

Order Approval Process

The screenshot shows a window titled "Edit Order Request Approver Group [B] for CustID [CHY]". It contains a table with columns: Login / Title, Level, Min Total, Max Total, and Email(s). There are three rows of approvers and one empty row at the bottom with an "Add" button. Below the table are four buttons: "Save Changes", "Cancel", "Reset", and "Delete Group".

Login / Title	Level	Min Total	Max Total	Email(s)	
CHYREQ	1	MIN	MAX	KEN@JONESUPPLY.COM	X
CHYAPP	2	500.00	MAX	STEVE@JONESUPPLY.COM	X
CHYAPP2	3	1000.00	MAX	BOB@JONESUPPLY.COM	X
	1	MIN	MAX		Add

This is an example of a group's approval rules
There can be multiple levels of approvals based on dollar amounts
The first level approves all dollar amounts.
The second level only needs to approve if the order is over \$500
The third level only approves if the order is over \$1000.

Order Approval Process

Event Notice for Request [1664] : **REVIEW** (4/7/2022 10:07:00 AM EDT) External Σ Inbox x



Jones Supply <scheduledreports2@dwtrade.net>

to me ▾

Order Request [1664] at Customer [AIR]
Fac/Loc [A/POU1]
Requestor [100] [BOB SMITH]
Account [235]

Item	Qty	Price
IPN: 10001 MARKER WPR-125A WIRE TB	1	\$59.95
IPN: 10002 SUPPLY POWER DC NMD15-.030 SORENSEN	1	\$76.99
Total:		\$136.94

The approver is sent an email to approve or reject.

If rejected the end user receives an email.

If approved the orders moves on to the next level of approving.

In this case since the total was \$136.94 and was below the second level amount the orders is complete